

## VILLAGE ATTORNEY – POSITION VACANCY

### REQUEST FOR PROPOSALS:

**VILLAGE ATTORNEY:** The Village of Indiantown, Martin County, is seeking an individual or firm for the position as Village Attorney. The Village, was created by The Florida Legislature on December 31, 2017, and elected a 5 member Village Council on March 13, 2018, which began meeting on March 21, 2018. The Village operates under a council-manager charter, with council members elected at large for four year terms. Two current council members will have short terms, with the next election occurring in August, 2020, while three council members will continue to 2022. The Village Council currently meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday evenings at 6:30 PM, and the workload is anticipated at about 50 billable hours per month. The Interim Village Attorney is Paul J. Nicoletti, [pnicoletti@indiantown.org](mailto:pnicoletti@indiantown.org) and he is retiring (again). The Village Charter is available at Ch. 2017-195, Laws of Florida. The Village has a population of about 6,500 and is about 13 square miles in area. Interested attorneys will find application instructions at [www.indiantown.org](http://www.indiantown.org)

The ideal Village Attorney candidate will have at least five years of legal experience as a city, county, or local government attorney, or assistant attorney, and significant work in the public sector. Working knowledge and experience in contract formation and negotiation, public liability, litigation, labor and human resources, land use, government finance, economic development and redevelopment, strategic planning, and technology are all desirable.

### INSTRUCTIONS:

**Please email all information to: [HR@indiantown.org](mailto:HR@indiantown.org); or in the alternative, mail or deliver the following, for receipt no later than July 13, 2018, to:**

Village of Indiantown  
ATTN: Village Attorney Search  
PO Box 398  
16550 SW Warfield Blvd.  
Indiantown, FL 34956-0398

**Please note the Village Office is currently in the Martin County Indiantown Annex, and is only open on Thursdays and Fridays from 9:00 AM to 5:00 PM.**

## VILLAGE ATTORNEY – POSITION VACANCY

1. **A Letter of Interest**, addressed to the Mayor and Village Council, indicating the following:

Experience as an attorney

Experience as a municipal attorney, specifically noting if applicant is Board

Certified in City, County and Local Government Law by The Florida Bar

Availability to serve in position

Potential or actual conflicts of interest

Any other relevant factors known to the applicant

Proposed hourly rate of compensation

Proposed administrative fees or other costs

Detailed reasons why applicant should be chosen

2. **An up-to-date detailed Resume**, including at a minimum:

All Education

All Work Experience

Bar Memberships and Participation

Memberships in other organizations

Representative Clients

3. A copy of current **Professional Liability Insurance Coverage Page**

4. A recent (within 5 years) **writing sample to a trial court, appellate court, or tribunal; or an opinion written as a municipal magistrate; or similar scholarly legal writing, completely authored by the Applicant.**

5. **A signed statement** indicating any Bar discipline sustained, or Court sanctions (including Contempt) levied, against the applicant or any member of his or her firm, including the dates, the basis for the action, and the discipline or sanctions levied. **Applicants should also include a statement indicating that no discipline has been sustained or sanctions levied, if the case.**